

EYES ONLY
ADMINISTRATIVE - INTERNAL USE ONLY

ORD-5035-75

2 December 1975

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

25X1A9a

SUBJECT : Recommendation for Promotion of - [REDACTED]
25X1A9a [REDACTED] - GS-06 to GS-07

1. ^{25X1A9a} It is with pleasure and without reservation that I recommend [REDACTED] for promotion from GS-06 to GS-07.

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2. [REDACTED] position has recently been evaluated by the Office of Personnel and her position title changed from Security Clerk GS-06 to Security Assistant GS-07. Results of this evaluation recognized the importance of the position she occupies and the responsibilities she undertakes. Although not a requirement for her present position, it should be mentioned that [REDACTED] met the Agency standards in Typewriting and Shorthand some years ago and is considered to be an excellent secretary/stenographer.

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3. [REDACTED] has an EOD of November 1962 and was assigned as a secretary/steno to DDP/WH. She held positions in DDP until May 1967 when she was assigned to OTR/Career Training Staff where she continued to serve as a secretary/steno as well as perform administrative duties relative to training clerical personnel. She returned to Puerto Rico for a short period due to certain family problems in Puerto Rico and when she returned she was assigned to ORD in 1972.

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4. I have reviewed [REDACTED] file thoroughly. It shows a pattern of growth and continuous recognition of the importance of her particular functions and responsibilities and in fact it is considered that the file commends Mrs. [REDACTED] for the duties she has performed. I too must commend [REDACTED] for the duties she has performed and responsibilities she has shared with this staff. The position is not an easy one. It seems that everything is on a crash basis making it difficult to ascertain which priority is higher.

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Approved
1/04/76

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25X1A9a [REDACTED] GS-06 to GS-07

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This lady has worked in her present position for approximately two years during which time she has been inundated with work which usually demands immediate liaison action with several security and other Agency components. Nevertheless she has maintained her poise in making every attempt to achieve the objective at the time.

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5. In August [REDACTED] completed the "Employee Development Course for Office Workers." She has also enrolled in a course in Psychology. Apparently she is continually striving to improve her capabilities and this staff will cooperate with her in this respect.

6. Your consideration and favorable action in promoting this highly experienced lady in recognition of her present responsibilities and contributions in this most important position is respectfully requested.

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[REDACTED]
Chief, Contracts Staff, ORD
DDSET

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

Date

APPROVED:

Director of Research and Development

Date

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